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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Special Staff, Logistics Office

DATE: 16 July 1953

FROM : Acting Chief, Administrative Staff

SUBJECT: Weekly Activity Report

1. GENERALa. Agency Regulations (continued item)

The ten field supply regulations were submitted to the Regulations Control Staff this week. Internal coordination has been completed on the Field Supply Procedures, and has been returned to the Supply Division for final staffing.

The Motor Vehicle Regulations (Headquarters and Field) have been received from the Supply Division and will be forwarded to the Regulations Control Staff in a few days.

b. Budget - Fiscal Year 1955 (continued item)

No change.

c. Interim Allocation of Funds for Fiscal Year 1954 (completed item)

The interim allocation of funds for the month of July of Fiscal Year 1954 was reallocated to each Staff and Division at the request of the Comptroller's Office, due to the shortage of Agency funds for the month of July. This Office has made available to the Budget Division \$50,000 out of the initial allocation of [REDACTED]

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2. PROJECTS AND STUDIES IN PROGRESSa. Logistics Support Course (continued item)

(1) [REDACTED], FI, DD/F Training Officer met with IO Training Officer and Training Coordinators from Procurement, Transportation, and Supply Divisions to discuss logistics problems in overseas areas. Arrangements were made for de-briefing sessions with logistics personnel returning from overseas.

(2) IO Training Officer visited the Agency field training installation for the purpose of developing a schedule of on-the-job training to be provided thereat and to review other training facilities for possible use in training of logistics personnel.

b. Human Resources Training Program (new item)

[REDACTED] Chief of the Management Training Division, Office of [REDACTED] held a communication session with Office top management regarding the Agency Human Resources Training Program. It was determined that this

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program would be conducted immediately in the Logistics Office, the  
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Logistics, Deputy Chief of Logistics, and the Asst. Chief for Operations.

c. Review of T/O for [REDACTED] Support Base (completed item) 25X1A6a

3. OTHER ITEMS OF INTEREST

a. Personnel Needs (continued item)

Vacancy and In-Process Totals for Logistics Office

<u>Office of the Chief</u>	<u>In Process</u>	<u>Vacancies</u>
GS-7 and above	[REDACTED]	[REDACTED]
GS-6 and below		
Total		
<u>Coordination and Requirements Staff</u>		
GS-7 and above		
GS-6 and below		
Total		
<u>Procurement Division</u>		
GS-7 and above		
GS-6 and below		
Total		
<u>Real Estate and Construction Division</u>	[REDACTED]	[REDACTED]
GS-7 and above		
GS-6 and below		
Total		
<u>Supply Division</u>		
GS-7 and above		
GS-6 and below		
Wage Board		
Total		
<u>Transportation Division</u>		
GS-7 and above	[REDACTED]	[REDACTED]
GS-6 and below		
Wage Board		
Total		

Preliminary tabulation of career designations made by the Career Service Board indicates that there is approximately [REDACTED] logistics career employees in offices of the Agency other than the Logistics Office. 25X9A2

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3. OTHER ITEMS OF INTEREST (continued)

b. Basic Intelligence Course (Supplemental) (continued item)

(1) Eight Logistics Office employees are now scheduled to attend the BIC (Sup) commencing 27 July.

(2) An evaluation is being made of content of the Administrative Support Course from the standpoint of value to Logistics Office personnel.

c. Mail Distribution (continued item)

No change

d. Records Management Program (completed item)

5. MAJOR OBJECTIVES

a. Career Service Program (continued item)

No change.

b. Logistics Office Training Program (continued item)

Logistics Office Training Officer described to the DD/A Training Liaison Officer meeting the Logistics Office programs for providing technical logistics training for Agency personnel. Programs described were: the Logistics Support Course, the Logistics Individual Indoctrinations Program and the Logistics On-the-Job Training Program.

c. Identification of Logistics Positions (continued item)

No change.

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